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UNITED STATES MARINE CORPS
3D MARINE DIVISION (-) (REIN)
UNIT 35801
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3D MARINE DIVISION
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DivO 3040.2S
ADJ
#4 SEP 2001

DIVISION ORDER 3040.2S

From: Commanding General
To: Distribution List

Subj: PERSONNEL CASUALTY REPORTING

Ref: (a) MCO P3040.4D

Encl: (1) Casualty Reporting Flowchart

Report Required: Personnel Casualty Report (Report Control
Symbol (MC-3040-02)

1. Purpose. To promulgate guidance and administrative instructions for personnel casualty reporting within the 3d Marine Division.

2. Cancellation. DivO 3040.2R.

3. Background. The reference sets forth specific casualty reporting requirements. When a reportable casualty occurs, it is essential that timely, accurate reports be submitted in order to allow proper notification and assistance to a casualty's next of kin (NOK).

4. Information. The Personnel Casualty Report (PCR) is the primary source of information used to inform the NOK of a casualty's status. The PCR must be accurate and contain only verified information. If all information is not known, submit what is known, and indicate that a supplemental report will follow. It is imperative that information concerning casualties be guarded until proper notification of NOK. In no case will information be released to the news media or other third parties regarding the identity of a casualty. Refer all inquiries to either the Division Adjutant or the Chief of Staff.

5. Action

a. Commanding Officers of Regiments and Separate Battalions

(1) Appoint, in writing, a unit Casualty Assistance Collection Officer (CACO).

(2) Enclosure (1) will be used to determine who in the chain of command needs to be notified telephonically and via fax whenever a member of 3d Marine Division becomes a casualty as defined by the reference. Suicide ideations will not be reported.

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(3) Submit a PCR in accordance with the instructions contained in the reference. In addition to the required information addressees outlined in the reference, the following info addressees are to be included:

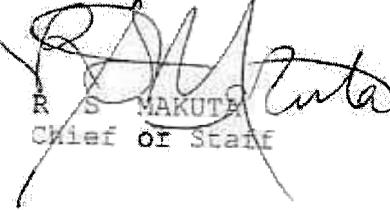
- (a) USCINCPAC HONOLULU HI//CDO//
- (b) COMMARFORPAC//G1/G3/FCC/SJA/PAO/SAFETY//
- (c) CINCPACFLT PEARL HARBOR HI//FCC/NO1/FMO/N66//
- (d) CG III MEF//G1/G3//
- (e) COMMARCORBASESJAPAN CAMP BUTLER JA//SAFETY//
- (f) CG 3DMARDIV//G1//

(4) When members of other services, members of the American Red Cross, and members of the Public Health Service are killed while serving with Marine units, submit a PCR to CMC WASHINGTON DC//MRC//, BUMED WASHINGTON DC//332//, and to the appropriate addressee(s) listed on page 1-9 of the reference. Ensure that the PCR is entitled "Joint Casualty Alert Message." In addition to the appropriate service addressee(s), the following addressees are to be included on the PCR:

- (a) USCINCPAC HONOLULU HI//CDO//
- (b) COMMARFORPAC/G1/G3/FCC/SJA/PAO//SAFETY//
- (c) CINCPACFLT PEARL HARBOR HI//FCC/NO1/FMO/N66//
- (d) CG III MEF//G1/G3//
- (e) COMMARCORBASESJAPAN CAMP BUTLER JA//SAFETY//
- (f) PERSUPPET OKINAWA KADENA JA//00//
- (g) CG 3DMARDIV//G1 NAVY/G1//

Senior Medical Department Representative (SMDR) or Pay/Personnel Activity Support System Liaison Representative (PLR) of the unit's medical section will provide needed information for the CACO and can obtain the service record of the Sailor from the Navy Personnel Support Detachment (PSD), Building 3554, Kadena Air Base. Contact phone numbers for PSD are as follows: during working hours: 634-6323/6322, after working hours: 632-7653 or 0909-785-2904.

6. Division Combat Casualty Control Center (CCCC). When required, a Combat Casualty Control Center will be established under the staff cognizance of the Assistant Chief of Staff, G-1, to receive and process all battle casualty information. The Assistant Division Adjutant will be the Division Casualty Officer and is responsible for the operation of the Combat Casualty Control Center, to include the proper functioning, consolidation, and forwarding of casualty information from subordinate organizations to higher headquarters. The Combat Casualty Control Center will be activated and staffed as appropriate.


R S MAKUTA
Chief of Staff

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C/S, 3d MarDiv

Casualty Reporting Flowchart

